

**Portage Public Schools  
Monitoring Report**

Policy Type: Executive Limitation  
Policy Title: (2.0) Global Executive Constraint

**Certification**

I hereby present my Monitoring Report on Executive Limitation, 2.0, “Global Executive Constraint” in accordance with the monitoring schedule established by the Board. I certify that the information provided in this report is true as of June 6, 2016.

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Signature

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Date

## Monitoring Report

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### **2.0 POLICY LANGUAGE**

The Superintendent shall not cause or allow any practice, activity, decision, or organizational circumstance which is either unlawful, imprudent, or in violation of commonly accepted business, educational and professional ethics and practices.

### **Interpretation**

I interpret “unlawful or imprudent” to mean:

Any situation which violates Executive Limitations, any on-going violation of District Operational Policies, or any failure to adopt any policy required by law or governmental regulation.

Compliance is characterized by:

1. Adoption and dissemination to the appropriate staff members all of the Policies required by law and governmental regulation.
2. Compliance with Executive Limitations 2.1 through 2.11 as submitted through Monitoring Reports to the Board for each monitoring cycle. (Please note that Executive Limitation Policy 2.7 was deleted by the Board on December 8, 2014.)

The interpretation is reasonable because policies subsequent to Global Executive Constraint 2.0 further define the range of actions which are imprudent or unacceptable. The most recent monitoring cycle is used as a basis for compliance due to the fact that multiple reports may be submitted on any sub-limitation during the monitoring cycle, and some previously non-compliant items may have been corrected within the monitoring cycle. Finally, the failure to adopt legally required policies places the District in greater risk of being found to have acted unlawfully, contrary to governmental regulations, or contrary to community accepted business, educational and professional ethics and practices.

### **Report**

1. Our transition to NEOLA Operational Policies is complete. NEOLA Operational Policies have been Board approved and disseminated to appropriate staff.
2. Monitoring Reports for Executive Limitations Policies 2.1 through 2.11 (except 2.7 as previously noted) submitted during the monitoring report cycle were all approved by the Board as a reasonable interpretation and evidence of compliance with Board Governance Policies.

### **Compliance Statement**

The organization met expectations.

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### **Interpretation**

I interpret “in violation of commonly accepted business, educational and professional ethics and practices” to mean:

1. Executive Limitations 2.1 through 2.11 as established by the Board.
2. District Operational Policies and Guidelines on conduct standards that address the following topics:
  - Ethics, conflict of interest and nepotism
  - Bidding/Procurement Procedures
  - Internal controls for processing financial transactions

Compliance is interpreted as:

1. Having Policies/ Guidelines /procedures in place that address conflicts of interest, nepotism, bidding/procurement procedures, and internal controls for financial transactions.
2. Dissemination of Policies/ Guidelines /procedures and training of appropriate administrative and supervisory staff as needed.
3. Annual audits to determine compliance.

### **Report**

1. All Operational Policies have been reviewed by administration. We are in the final stage of completing Guidelines that support the Board adopted Operational Policies.
2. All Policies have been disseminated to appropriate staff and training, as necessary, has taken place.
3. The annual financial audit found no issues of concern or non-compliance.

### **Compliance Statement**

The organization met expectations.